

COAST GUARD INVESTIGATIVE SERVICE

*Please do not attempt to seek a release from rate by contacting your rated Assignment Officer.
That evolution is handled by the Special Assignment Officer as needed.
Please read this instruction in its entirety to ensure compliance with current policy and procedures.*

Job Description

Special agents are operations and technical specialists in criminal investigations, protective services, and in the use of related law enforcement and operational intelligence collection equipment. They process crime scenes which include collecting, processing, and preserving physical evidence. They also serve as subject matter experts regarding violations of the UCMJ and federal statutes applicable to the U.S. Coast Guard, testify in civilian and military court, prepare, submit, and maintain criminal investigative and operation intelligence reports, and prepare, maintain, and submit personnel and operation records and accounts.

Special Operations Requirements

All CGIS Special Agents are subject to TDY at the discretion of the Regional Special Agent in Charge and/or CGIS HQ to meet the needs of the Service, without exception. CGIS selectees must be prepared for extended TDY periods and/or extensive world-wide travel in response to Coast Guard pulse or surge operations, critical response operations, or highly visible or complex protective service operations.

Minimum Qualifications

- Must be tour complete in assignment year 2016.
- Must meet the Special Assignments criteria outlined in Military Assignments and Authorized Absences, COMDTINST M10008., Art 1.E.2.A., and Art. 1.E.9. Approved changes to Art. 1.E.9, , but not yet published criteria in use for AY16 is as follows:
 1. **Rank. Not waivable.** Must be an E-6 or E-7 (not above cut for E-8) on the date of application.
 2. **College Requirements.** The basic requirement is a minimum of 30 “traditional” credit hours at an “accredited institution.” Credit hours attained through CG correspondence courses and/or resident courses is NOT an acceptable substitute.

To have educational (i.e., official conferred/completed transcript(s), CG-4082s) information entered into Direct Access, members should take a copy of the official conferred transcript(s) to their Unit admin/SPO for entry. Detailed instructions for entering educational information in Direct Access may be found in tutorials on the [Coast Guard Pay and Personnel Center \(CG PPC\) website](#). Please ensure all degree information is properly entered into Direct Access.

3. **Sea-Time:** No longer a requirement.

Note: Direct Access only accepts:

1. Level of degree earned (i.e., conferred/completed);
2. Date the degree was conferred;
3. Cumulative GPA;
4. School/University attended; and
5. “Graduated” block must be checked in order for PG/Advanced and special assignment selection panels to view educational information

Applicants are responsible for verifying official education/transcript information is properly entered in Direct Access.

To verify official educational/transcript information was properly entered in Direct Access, check the following Direct Access path: Home > Employee > View > MyProfile > Education .

Note: Be advised that the following are NOT acceptable substitutions:

- a. Transcripts from the CG Institute;
 - b. Transcripts from colleges without grades; and
 - c. DANTES and CLEPs.
3. **Age Requirement: Waiverable:** Applicants cannot attain the age of 40 prior to attending FLETC in 2016. This aligns the CG program with other agency requirements.
 - a. **Normal Color Vision and Hearing Requirement. Not waiverable.** This aligns members to continue on the natural path of CWO (INV).
 - b. **Applicants cannot have any prior felony convictions. Not waiverable.**
 - c. **Terminal Eligibility Date. Not waiverable.** The terminal eligibility date “before selection for training” in paragraph 1.E.9.b.(3) will be changed to read “by the convening date of the board.”

Additional Notes:

1. A Special Agent applicant must demonstrate the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary grooming and fitness, as well as maturity, even temperament and outstanding judgment. Personnel must have a background/service record that is free of negative action inconsistent with the Coast Guard’s core values. Commands must scrupulously review all requests for CGIS duty as this member may be called to act as the CG’s representative in the court room. Creditability is of the utmost importance when cases go to prosecution.
2. All Special Agents are required to have a favorable Single Scope Background Investigation (SSBI) and maintain eligibility for a Top Secret Security Clearance throughout the CGIS assignment process. Those who lose or cannot obtain eligibility will be immediately returned to rate for reassignment. For more information on security clearances, speak to your Command Security Officer (CSO).

3. **This process is not open to members of the CG Reserve.**

Timeline

- **17 Apr 2015:** CGIS application deadline.
- **6-7 May 2015:** CGIS Panel convenes
- **OOA 20 May 2015:** ALCGENL released announcing panel results. **
- **OOA 15 Aug 2015:** ALCGENL released announcing final selectees.

**The board screens all eligible applicants and determines who is best qualified for CGIS duties. The best qualified members will be published in the ALCGENL message that announces the panel results (OOA 20 May 2015). The final ALCGENL message will announce those members selected for CGIS duty who have also been released from rate (OOA 15 Aug 2015).

Members will no longer submit a six (6) part brick red folder. Members must submit an e-Resume for the CGIS special assignment opportunity. The deadline is 17 April 2015. The following must be received by this deadline using job code 491093:

- a. E-Resume submission (stating why applicants are interested in the program) **Note 1**
- b. Command endorsement and e-Resume marked final **Note 2**
- c. Transcript scanned into IDPR
- d. Photos: Two 4x6 full length photos (DO NOT submit a photo of you standing next to a boat, vehicle, aircraft, etc., it should be just you and a neutral background): Tropical Blue Long; Uncovered; One side, One front view – **Note 3**
- e. Completed and signed DHS Form 11000-9 (Authorization to Review Credit Report). **Hand-write or type (on the bottom of this form) your driver's license number and state along with your current residence address. Note 4**
- f. SF-86 Questionnaire for National Security Positions covering the past 10 years. If you completed an E-QIP less than three (03) months ago, you can use that one. Do NOT submit finger print cards. E-QIP may be used to fill out a new SF-86 however you do not initiate or submit the form electronically for the sole purpose of this panel. **Note 4**

Note 1: E-Resume:

- Specifically addresses why you are interested in Special Agent Duty.
- **Must have a statement that you are willing to take a Polygraph.** What actions, steps, or education you have taken in preparation for this duty.
- Any skills you can offer to the program (i.e. computer forensics, behavioral sciences, languages).
- State if you have served in an "Independent Duty" capacity, the role and the responsibility (i.e. XPO, EPO, YN2 on 180').
- Provide results and date of the Physical Fitness Test **(MANDATORY)**.

Note 2: Command Endorsement: Endorsements are essential to the selection process and shall address each of these elements:

- State the member meets the minimum qualifications noted above in addition to Military Assignments and Authorized Absences, COMDTINST M10008., Art 1.E.2.A., and Art. 1.E.9;
- Communication skills both oral and written;
- Analytical ability and judgment skills;
- Ability to perform independently;
- Performance and professionalism;
- Maturity and discretion.
- Whether or not member has a Government Travel Charge Card that is in good standing.

Note 3: Personnel assigned to PATFORSWA can provide pictures taken in Desert BDUs. Photos must be send to: **ARL-PF-CGPSC-EPM-1-Panel(at)uscg.mil**. Ensure CGIS Panel is the in subject line.

Note 4: DHS Form 11000-9 and SF-86: These forms shall be completed by deadline date, but **only** submitted if selected to continue to Phase II of the selection process. You shall send both forms via email to CWO2 Jennifer Votinov at Jennifer.D.Votinov(at)uscg.mil after notification of your selection.

For validation purposes, members will receive an email from EPM-1 stating their e-Resume was received and processed after the 17 April 2015 application deadline.

E-RESUME SUBMISSIONS

All applicants must submit an e-Resume for PG/Adv Ed and other Enlisted Opportunities using the “Create E-Resume” link in Direct Access. This is a different from the “PCS E-Resumes” link in Direct Access. To access the PG/Adv Ed Direct Access E-Resume system, use the following guidance coupled with the PG/Adv Ed Direct Access Tutorial PowerPoint available on CG PSC (epm-1)’s **PG/Adv Ed webpage**.

- a. Log into Direct Access.
- b. Select from the menu bar Home > Self-Service > Employee > Create E-Resume.
- c. In the View Job Posting Screen select the Position Source drop-down menu and select “**Advanced Training**.”
Note: You must complete this step in order for your E-Resume to appear in the PG/Adv Ed applicant pool(s).
- d. Enter Job Code **491093**. Regardless of targeted grades listed in solicitation message.
- e. Select “Include positions NOT on shopping list” option.
- f. Press the yellow “Search” button located at the bottom right of the screen. If you do this correctly the department will list as “PSC-EPM-1.”
- g. Select the training or you are interested in by checking the “Job Basket” box on the far right.

- Note: All of the job titles are listed by the specific program (e.g., CGIS). There are no position numbers when applying to PG/Adv Ed or other Enlisted Opportunities. The Department Identification (DEPTID) is 010086 and the Department Description is "PSC-EPM-1". The program should not name a specific school. If the program(s) name a specific school, return to Step c.
- h. After selecting CGIS Special Agent, click the "Add Selected to Job Basket" button.
 - i. Click "View Job Basket."
 - j. Click "Apply for Jobs in Basket." This will take applicants to their online E-Resume.
 - k. Ensure Section 2 has an accurate and complete e-mail address.
- Note: You will not receive a notification from Direct Access that the E-Resume was completed unless you place an accurate and complete e-mail address in Section 2.
- l. In Section 11 of the E-Resume, address your reasons for applying to the following the requirements in "Note 1" above.
 - m. Proceed to Section 12 of the E-Resume where you're asked to enter the endorser's EMPLID. The **final endorser** on the E-Resume is the **Commanding Officer**. CG PSC (epm-1) verifies that all applicants whose names appear before a PG/Adv Ed selection panel have their CO's recommendation.
 - n. Click on "Next" and proceed to Section 13 and click the "Submit" button.

WAIVER REQUEST GUIDANCE

ELIGIBILITY REQUIREMENTS:

Applicants who do not meet all of the eligibility requirements listed above must submit a waiver request in the form of a Coast Guard Memorandum through their commanding officer to the **CG PSC (epm-1)**. CG PSC (epm-1) must receive all waiver requests no later than the CGIS application deadline. The required method of delivery is a signed, endorsed, and scanned PDF copy sent via email to ARL-PF-CGPSC-EPM-1-PANELS@uscg.mil and Ms. Ada Harris, Ada.M.Harris@uscg.mil. Please be sure to forward all waiver requests to both of the email addresses listed above

E-Resumes: The Special Assignments Officer will contact the final selectees and inform them of the assignments that are available which will include the deadline for E-Resume submission.

**Questions concerning application submission and tracking shall be emailed to:
ARL-PF-CGPSC-epm-1-panels@uscg.mil**

Competition

The selection process is very competitive. Selections are made on a best qualified basis from all ratings. Competitive applicants are usually at the mid-career level (8-12 years) with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals and diverse assignment experiences.

In addition, during the board and interview processes we are looking for individuals who are/have/can:

- Work independently/self starter
- Computer forensic knowledge
- Behavioral sciences knowledge
- Superior researching skills
- Capability of translating and applying policies and laws
- Analytical thinkers
- Can perform in high-stress situations.
- Must be physically fit. The recommended Boat Crew Standards Physical Fitness Test provides CGIS a baseline at whether you will be able to make it through FLETC physical fitness training.

Training

The Criminal Investigator Training Program is a 21 week course required for all CGIS agents. It is held at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA. The course is offered once a year usually commencing in June. This course can be completed before or after your arrival at your new unit, however if you elect to report to your new PDS prior to attending FLETC the reporting date shall not be more than two weeks prior to the CLCVN date of the course. Short Term Training Requests are not required. TQC will issue orders approx 30 days prior to CLCVN. CGIS selectees who fail the basic training at FLETC will be returned to rate and reassigned.

Pay and Allowances

Enlisted Special Agents receive Special Duty Assignment Pay and Civilian Clothing Allowance.

Shopping List and Assignments

Personnel are designated “Apprentice Special Agents” upon graduation from FLETC and serve in a probationary status during their first year with CGIS. Apprentice Special Agents are generally assigned to one of the Regional Offices and will normally not be assigned to a Resident Agent Office (RAO) unless the needs of the Service dictate. Consecutive tours in CGIS are normally granted, however, they are never guaranteed. Performance based removals may occur at any time and will always be reflected by page 7 entries in your PDR.

Those members selected for CGIS may indicate their assignment preferences in their E Resume, but ultimately will be assigned based upon program needs and generally to areas where the program feels they can be mentored and be the most successful.

CGIS is a complicated field and it is very important to establish yourself in this new community. As a new agent, you will normally be assigned to a new geographic region. You need to be prepared to move.

Member married to member: It is extremely difficult to co-locate personnel who enter this program. Orders to CGIS are based on Service needs and will not dictate your spouse's orders. Your spouse MUST successfully compete for a vacant position on their own to be located near you.